OUTLINE FOR RECORDS MANAGEMENT SURVEY

I. MAIL PROCESSING

- A. General
- B. Incoming
- C. Outgoing
- D. Messenger Service
- E. Control

MAIL PROCESSING:

Review mail processing and recommend corrective action as required with respect to the following:

1. Adequacy and availability of written instructions.
2. Personnel requirements.
3. The application of labor saving devices for opening, sorting, stamping and sealing.
4. The handling of classified mail in accordance with security regulations.
5. Proper location(s) for the receipt and dispatch of mail.
6. Routing index requirements.
7. Routing in proper sequence of addressee or action desks.
8. The need for or adequacy of existing control for follow up on suspense dates and for locating correspondence in process.
9. Feasibility of consolidating mail for addressees of the same location.
10. The use of preaddressed envelopes for volume mailing.
11. The use of proper size envelopes.
12. Adequacy of regular and special messengers and courier service.

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OUTLINE FOR RECORDS MANAGEMENT SURVEY

II. CORRESPONDENCE

A. Training

B. Production
(See Exhibit)

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4-8

OUTLINE FOR RECORDS MANAGEMENT SURVEY

III. FILES

A. General

B. Procedures (Filing System)

C. Equipment and Supplies

D. Charge-Out System

FILING SUPPLIES

Comparison of Cost of Special Folders and Standard Folders:-

Special	Standard	Savings
(Twinpakt Classifile, Two Dividers)		
\$70.95 per hundred	\$6.00 per hundred	\$64.95 per hundred

Comparison of Space Requirements for Special Folders and Standard Folders:-

Special	Standard (½)	Savings
100 = 2½ inches	100 = .5 inches	2½ inches per hundred

RECORDS SYSTEMS AND FILES:

Review systems for the maintenance, use, and reproduction of records and make recommendations with respect to the following:

1. Files
    - a. Location of files.
    - b. Responsibility for files.
    - c. Completeness and arrangement.
    - d. Adequacy of filing instructions.
    - e. Use of agency file system where applicable.
    - f. Duplication in the same or other file.
    - g. Charge out system.
    - h. Cross reference requirements.
    - i. The application of periodic cut off periods.
    - j. Proper use of folders, guides and cabinet lables.
    - k. Proper use of file cabinets
    - l. Personnel requirements.
2. Systems
    - a. Appropriate application for PUNCH card methods.
    - b. Simplification of systems and the application of labor saving devices related to the processing, sorting, routing and reproduction of records.

OUTLINE FOR RECORDS MANAGEMENT SURVEY

IV. PERSONNEL RECORDS AND FILES

- A. Regulations and Notices
- B. Systems
- C. Skills Locator
- D. Reports

OUTLINE FOR RECORDS MANAGEMENT SURVEY

V. RECORDS DISPOSAL

A. Schedules for Control (See Exhibit)

B. Schedules for Disposal

C. Frequency of Reference on Non-Current

D. Overlapping With Other Organizations

RECORDS CONTROL SCHEDULE

SCHEDULE NO.

DATE PREPARED

OFFICE, DIVISION, BRANCH

APPROVING OFFICIAL

ITEM NO.	FILES IDENTIFICATION *(Title, description, arrangement, and inclusive dates)*	VOLUME *(Linear Ft)*	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS

FORM NO. 36-269
53

OUTLINE FOR RECORDS MANAGEMENT SURVEY

VI. REPORTS MANAGEMENT

A. Establishment

B. Procedures
(See Exhibits)

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15-19

OUTLINE FOR RECORDS MANAGEMENT SURVEY

VII. FORMS MANAGEMENT

- A. Establishment
- B. Procedures

Check List - Forms Survey

1. Is there an Area Records Officer responsible for this Area?

2. What is his grade?

3. Does he have any assistance (Asst. Area Records Officer, clerical or stenographic help, etc.)?

4. Is Records Management a full or part-time job?

5. What percentage of his time is devoted to Forms work?

6. Does this include preliminary analysis and design or is it limited to a cursory review?

7. Are all requests for new and revised forms as well as reprints cleared with the ARO prior to production?

8. Are his responsibilities with respect to the Forms Management Program adequately documented (suitable area-wide directive written and disseminated).

9. Does he maintain numerical and/or functional files adequately documenting the history of each form?

10. Does he sign Requests for Approval of Forms and Reproduction Requisitions?

11. Is there any reproduction equipment in the area not under Logistics Control?

12. Does the Area Records Officer have control over forms and other record material produced on such equipment?

13. Has the Area Records Officer made a complete inventory of all forms used in his area?

14. Did this inventory disclose any "bootleg" forms?

15. If "bootleg" forms were found were they being produced on the Area's equipment, Logistics equipment or another Area's equipment?

16. What action, if any, has the ARO taken to eliminate bootlegging?

17. Are all forms prescribed for use by means of an appropriate directive, Agency Regulation, Notice or Handbook, an area memorandum, letter, etc.?

18. If forms are not prescribed in writing what percentage fall in this category?

19. What action, if any, has been taken or is contemplated by the ARO to prescribe a standardized written procedure for the use of these forms?

20. Does the ARO periodically review his area's forms to weed out those which have become obsolete or does he contemplate such action?

OUTLINE FOR RECORDS MANAGEMENT SURVEY

VIII. EQUIPMENT

  A. Standards

  B. Procedures

  C. Inventory

OUTLINE FOR RECORDS MANAGEMENT SURVEY

IX. MICROPHOTOGRAPHY

MICROPHOTOGRAPHY:

1. Review continuing microphotography projects and anticipated requirements, and make recommendations as necessary with respect to the following:

a. Validity of the applications (Is microfilming the best solution to the problem).

b. Records preparation for filming.

c. Type of equipment used.

d. Indexing.

e. Use of subject targets and flashes.

f. Quality of the film.

g. Reproduction of extra copies of the film or prints from the film.

h. Effective utilization of equipment.

OUTLINE FOR RECORDS MANAGEMENT SURVEY

X. VITAL MATERIALS

  A. Requirement

  B. Schedule

  C. Procedure

VITAL MATERIALS:

1. Review all records series with designated officials and establish their vital or non vital nature. At the same time determine the frequency of deposit for each series classed as vital.

2. For series which were not previously deposited but are now classed as vital, determine with the Division representative if both old and current material must be deposited.

3. Review vital material series and recommend method of reproducing copies for deposit.

OFFICE MACHINES AND EQUIPMENT:

Review requirement for office machines and equipment, and make recommendation with respect to the following:

1. Unjustified storage and issue operations.
2. Proper selection of machines and equipment for the job.
3. Efficient utilization of machines and equipment.
4. Replacement or disposal of obsolete, worn, damaged, unneeded machines and equipment.